



Position: Chief Data Officer
Program/Department: Administration
Reports to: Chief Executive Officer
Hours: Full Time

Job Description

Position Summary:

The Chief Data Officer (CDO) develops and oversees strategic management of data to ensure that the organization maintains a competitive edge in all aspects of data utilization throughout administrative and programmatic departments. S/he oversees a range of data-related functions to ensure BCS gets the most from its valuable assets, data. Responsible for the utilization and governance of data across the organization, the Chief Data Officer ensures that the mission and organizational and compliance strategies are supported by data – ensuring data quality, governance, management, information strategy, data science and business analytics. The CDO may work with members of the Board of Directors and will represent BCS at meetings and conferences with external parties. The CDO is an integral member of the Executive team as well as the “New Team” a group of C-level staff that lead program management.

Responsibilities:

- Oversee building the agency’s internal data infrastructure, capacity and solutions with opportunities to scale
- Oversee building programs’ data and compliance environment throughout the agency
- Ensure the utilization of data and analytics to provide evidence for program outcomes, service delivery improvement and enhancement and storytelling
- Develop and lead the implementation of refinement and communication of BCS’ data strategy across the organization
- Oversee and manage agency compliance oversight and reporting
- Lead the development and refinement of departmental data reporting and management
- Oversee data processes associated with *BCS Core*
- Supervise data management and compliance staff
- Work cross agency to support and conduct research, surveys and interviews for on-going program development, including output and outcome metrics definition and capture, initiate and lead data analysis to analyze statistics, detect issues and develop resolutions
- Manage staff to compile data outputs and outcomes for audience appropriate oral, visual and written reports
- Partner with IT to propose new tools and solutions
- Oversee the implementation of agreed-upon data solutions and designs
- Initiate and manage the development and implementation of new data procedures, standards and trainings
- Track adherence to the strategic plan, and assist in the development of new program models and strategic partnerships
- Oversee agency-wide use of Electronic Health Records software (currently AWARDS by Foothold)
- Act as liaison to a Committee of the Board of Directors as assigned
- Represent BCS at external conferences, meeting and events
- Participate in agency wide groups, trainings and meetings as required
- Assist with development of funding proposals as needed
- Other duties as may be assigned.

EQUAL OPPORTUNITY EMPLOYER



Skills and Qualifications Required:

- 8-10 years of relevant experience including 5-7 years in a data analysis, consulting or data science role and experience managing and developing staff.
- Proficient skills in Excel and PowerPoint
- Knowledge of data infrastructure and tools
- Knowledge of AWARDS by Foothold is preferred
- Strong time management skills, including ability to handle multiple, concurrent tasks
- Commercial awareness of data and organization demands within the nonprofit sector
- Attention to detail and nuance for numerical and QA precision
- Analytical skills to interpret and transform various types of data
- Excellent interpersonal skills, with tact and persuasive ability
- Ability to work as a member of and with teams
- Demonstrated knowledge of IT and data systems
- Strong oral and written communication skills
- Self-motivation and ability to problem solve.
- Non-profit sector experience a plus

How to apply:

[Click here to apply to the Chief Data Officer role](#)